



Austin  
Parks and  
Recreation



## **Public Hearing Notice**

The Parks and Recreation Department  
Board

will hold a Public Hearing  
on Tuesday, October 23, 2001, 6:30pm  
at 200 S. Lamar, Board Room  
to receive public comment on an  
Ordinance adopting a new Chapter 11-4  
of the City Code relating to  
Local Standards of Care for Parks and  
Recreation Department programs for  
children.

A copy of the Standards is available at the  
front desk.

Note to Board Members - NO Changes have  
been made from the last meeting.

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE ADOPTING A NEW CHAPTER 11-4 OF THE CITY CODE  
RELATING TO LOCAL STANDARDS OF CARE FOR PARKS AND  
RECREATION DEPARTMENT PROGRAMS FOR CHILDREN.**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:**

**PART 1.** City Code Title 11 is amended to add a new Chapter 11-4 to read as follows:

Chapter 11-4

Standards of Care for Parks and Recreation Department Programs for Children.

**§ 11-4-1 Authority.**

The Council adopts these local standards of care for the Austin Parks and Recreation Department children's recreational programs under Human Resources Code Section 42.041 (b) (14) and under its home rule authority.

**§ 11-4-2 Definitions.**

In this chapter:

- (1) Activity assistant means a department employee who assists an activity leader with the care or supervision of participants.
- (2) Activity leader means a department employee responsible for the direct care or supervision of participants. It does not include a person whose primary duties include administration, clerical support, food preparation, or facility maintenance.
- (3) Department means the Parks and Recreation Department.
- (4) Director means the director of the department.
- (5) Facility means a building or improvement operated or used by the department in conducting recreational programs.

(6) Participant means a child under the age of 18 that is enrolled in a recreational program.

(7) Recreational program means a children's program or activity offered and supervised by the department and requiring enrollment or registration in order to participate.

(8) Volunteer means a person assisting without remuneration in the care or supervision of participants.

### § 11-4-3 Program; Administration.

(A) The department shall operate recreational programs in compliance with this chapter and the department's rules adopted under this chapter.

(B) The director shall administer the programs.

### § 11-4-4 Enforcement.

(A) The director shall adopt rules and guidelines relating to the operation of the programs. A rule adopted under this chapter may be more restrictive than the minimum standards adopted by this chapter.

(B) The director shall monitor the programs to ensure compliance with the standards adopted in this chapter and the rules.

### § 11-4-5 Staffing ratios.

(A) The minimum staff-to-participant ratio for recreational programs are:

#### Programs

Age	# of participants	# of staff
0 – 5	1 – 8	1
6 – 9	1 – 10	1
10 – 15	1 – 12	1

#### Adaptive Programs

YOUTH	1 – 4	1
TEENS	1 – 8	1

## Group Swimming

Age	# of participants	# of staff
Swimming Pools		
4 and under	1 – 2	1
5 – 7	1 – 8	1
8 – 12	1 – 12	1
Wading Pools		
2 and under	1 – 2	1
3	1 – 5	1
4 and up	1 – 12	1

## Adaptive Program

4 and under	1	1
5 and up	1 – 8	1

- (B) Swimming activities taking place other than at City parks must be guarded by a certified lifeguard at a 1 to 30 ratio.
- (C) There shall be at least one activity leader for each class or group enrolled in a recreational program.
- (D) A volunteer who is at least 18 years old may be included in the staff-to-participant ratios.

### § 11-4-6 Staff Qualifications.

- (A) An activity leader must be at least 18 years old.
- (B) An activity assistant must be at least 15 years old and may not be in charge of or left alone with a group of participants. An activity assistant may be included in the staff-to-participant ratio when working with an activity leader.
- (C) An activity leader must possess certification from a nationally recognized organization in the following areas:
  - (1) Community Water Safety, if applicable;
  - (2) Community CPR or equivalent; and
  - (3) First aid.



1       **§ 11-4-7 Training.**

- 2           (A) The director shall establish training requirements for all staff and volunteers  
3           who provide direct care or supervision to participants.
- 4           (B) An activity leader must have current training in first aid with rescue breathing  
5           and choking. At least one staff member at each facility must have current  
6           training in CPR for children.
- 7           (C) Each staff member who supervises children in swimming or other water  
8           activities occurring in more than two feet of water must be able to swim and  
9           shall be trained in water safety. A person who is not counted in the minimum  
10          staff-to-participant ratio is not required to meet these requirements.

11       **§ 11-4-8 Personnel Restriction.**

- 12          (A) A person may not be employed or serve as a volunteer in a recreational  
13          program if the person has been arrested for, charged with, or convicted of:
- 14               (1) an offense listed in Appendix I attached to and adopted as a part of this  
15               ordinance; or
- 16               (2) an offense classified as a felony under the Texas Controlled Substances  
17               Act, Health and Safety Code Chapter 481.
- 18          (B) The Director is authorized to obtain a criminal history record of any employee  
19          or volunteer working or seeking to work in a recreational program.

20       **§ 11-4-9 Facility Operation; Physical Environment.**

- 21          (A) The department may not operate a recreational program at a facility unless the  
22          following requirements are met:
- 23               (1) The facility and equipment used in the program must not present fire,  
24               health or safety hazards and shall be kept free of objectionable refuse  
25               and debris.
- 26               (2) The facility has undergone an annual safety inspection.
- 27               (3) The facility must be kept free of insects, rodents and stray animals.
- 28               (4) The facility must be provided with clearly marked exits for use in an  
29               emergency.
- 30               (5) A disaster and evacuation procedure must be posted at the facility.

(6) The facility must be used and maintained in accordance with requirements of city ordinances and directives of the City Fire Marshal related to fire prevention and at least four fire drills shall be conducted annually at the facility.

(7) First aid kits and infection control kits shall be maintained at the facility and taken to other locations at which the participants are engaged in program activities.

(8) First aid guidelines shall be on file and posted at the facility, and include:

(a) CPR/Rescue Breathing Sequence Guidelines;

(b) First aid review; and

(c) Medical emergency procedures.

(9) The facility must have a sufficient number of restrooms maintained in good repair and equipped for independent use by children, and designed to permit staff supervision as needed.

(B) Campgrounds and primitively maintained facilities shall comply with the requirements of subsection (A) to the extent possible.

(C) The department shall maintain equipment used in the programs in good condition. Staff shall remove any defective tools, machinery, appliances, or other equipment and report the existence of the defective item to a supervisor. Unauthorized staff may not repair defective equipment.

#### **§ 11-4-10 Physical Health Standards.**

(A) A child who is ill or injured shall be supervised until the parent or other authorized adult removes the child from the facility.

(B) A child whose illness or medical condition requires a degree of supervision by staff that would compromise the health or safety of the other participants must be kept separate from the other participants until the child is removed from the facility.

(C) A child whose illness or medical condition prevents the child from comfortably participating in program activities or places other participants at risk may not be admitted or readmitted to the facility for the duration of the illness or condition.

- 1 (D) In the case of an acute illness or injury to a child, staff shall call for an  
2 emergency vehicle to transport the child.

3 **§ 11-4-11 Medication Standards.**

- 4 (A) A staff member may not administer medication to a participant without a  
5 parental medication authorization. Staff may not administer medication that is  
6 not in its original container or past the expiration date on the container.
- 7 (B) A staff member may not administer injections or administer an amount of  
8 medication that is inconsistent with the prescribed dosage.
- 9 (C) A staff member may not accept more than a one-week supply of medication  
10 for a participant and the member shall return the unused medication to the  
11 parent on the last program day of the week.
- 12 (D) Medication must be kept in a secured location that is not accessible by  
13 participants.
- 14 (E) A staff member shall maintain a medication log that includes the name of the  
15 child to whom the medication is administered, the time the medication is  
16 dispensed, and the name of the person dispensing the medication.

17 **§ 11-4-12 Distribution of Standards.**

- 18 (A) The department shall post and make available copies of the standards adopted  
19 in this chapter or by rules adopted under this chapter.
- 20 (B) The department shall notify the parents of each prospective participant that the  
21 recreational programs are not licensed by the state. The programs may not be  
22 advertised as child-care facilities.

23 **§ 11-4-13 Recommendation.**

24 Not later than October 1 of each year the director shall recommend to the Council the  
25 amendment or re-adoption of the local standards adopted under this chapter.

26 **§ 11-4-14 Applicability.**

27 If this chapter conflicts with Chapter 11-1, this chapter controls.

28 **§ 11-4-15 Expiration.**

29 This chapter expires one year after the effective date of this ordinance.

1 **PART 2.** The Council waives the requirements of Sections 2-2-3 and 2-2-7 of the City  
2 Code for this ordinance.

3 **PART 3.** This ordinance takes effect on \_\_\_\_\_, 2001.

4  
5 **PASSED AND APPROVED**

6  
7  
8  
9 \_\_\_\_\_, 2001

§  
§  
§

Kirk Watson  
Mayor

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11  
12  
13  
14 **APPROVED:** \_\_\_\_\_  
15 Sedora Jefferson  
16 City Attorney

**ATTEST:** \_\_\_\_\_  
Shirley A. Brown  
City Clerk



## **CITY OF AUSTIN PARKS AND RECREATION DEPARTMENT RULES AND STANDARDS OF CARE FOR CHILDREN'S RECREATIONAL PROGRAMS**

### **I. Authority and Intent**

These rules are adopted under City Code Chapter 11-4.

### **II. Administration and Communication**

#### **A. Enrollment Information and Records**

1. Records required by these standards shall be maintained and made available for inspection during regular hours of operation.
2. An enrollment agreement, signed by a parent prior to the child's admission into the recreational program, shall be on file with the following information:
  - a. the child's name, birth date, home address, and telephone number; date of enrollment;
  - b. name and address of parents and telephone numbers at which the parents can be reached while the child is in attendance;
  - c. names and telephone numbers of other persons designated to be contacted when a parent cannot be reached;
  - d. names and of persons to whom the child may be released;
  - e. name and telephone number of the child's physician;
  - f. a statement of the child's special problems or needs, including known allergies, existing illnesses, previous illnesses and injuries, any disabilities, any hospitalizations in the past 12 months, and any medication prescribed for long-term, continuous use;
  - g. permission for transportation (if applicable);
  - h. permission for field trips (if applicable);
  - i. emergency medical treatment authorization.

#### **B. Parental Communication**

1. Parents shall be allowed to observe recreational program activities at a facility anytime during its hours of operation. The participation or involvement of a parent in the activities of a recreational program shall require the prior approval of staff.
2. Staff shall promptly notify a parent or other person designated by the parent when a child:
  - a. is injured or becomes ill;
  - b. has a sign or symptom requiring exclusion from the facility as listed in Appendix III, (attached);
  - c. when there is an outbreak of a communicable disease in the facility required to be reported to the State Department of Health.

### **III. Personnel Responsibilities, Records and Training**

#### **A. Staff Responsibilities**

1. If one staff member leaves and another staff member is given responsibility for the children (as in shift change), the staff member leaving must provide the incoming staff with written note(s) and/or verbal acknowledgements of:

- a. any significant information about a child;
- b. a list of children present in the group.
- 2. Staff members shall be required to:
  - a. know and be aware of the object and purpose of these standards;
  - b. report suspected abuse and neglect to the Department and to law enforcement as required by the Texas Family Code;
  - c. supervise children at all times while participating in a recreational program;
  - d. be free from other duties except those directly involving the care and supervision of children, which includes keeping the group's area clean. Administrative and clerical functions that take staff member's attention away from the children, meal preparation, or janitorial duties must not be included in the responsibilities of a staff member while the staff member is counted in the child/staff ratio.

**B. Staff Records**

- 1. Staff records shall be kept on file and shall include the following:
  - a. the date of employment;
  - b. verification that the minimum age and experience qualifications have been met;
  - c. a record of staff training hours;
  - d. verification of orientation and of having met any pre-service training requirement;

**C. Staff Training**

- 1. Staff shall be trained on:
  - a. the requirements of these standards;
  - b. the facility's policies and procedures;
  - c. the procedures to follow in handling emergencies, including building evacuations;
  - d. use and location of fire extinguishers;
  - e. evaluating and reporting suspected child abuse.

**IV. Conduct, Activities at the Facility**

**A. Discipline and Guidance**

- 1. Discipline and guidance of children must be consistent and based on an understanding of program and individual needs. The Discipline Guidelines attached to these standards shall be followed as much as possible.
- 2. Positive methods which encourage self-esteem, self-control, and self-direction shall be used.
- 3. There shall be no harsh, cruel, corporal or humiliating punishment.
- 4. Staff shall refrain from using abusive or profane language.
- 5. Staff may use brief, supervised separation from the group if necessary, but children shall not be placed in a locked room or in a dark room with the door closed.

**B. Program Activities**

1. Program activities shall be age-appropriate.
2. Outdoors activities, weather permitting, shall be encouraged.
3. Opportunity for individual and group activities shall be encouraged.

Forms: Discipline Guidelines

**V. Physical Health and Well being**

**A. Illness, Personal Hygiene**

1. A child with uncontrolled diarrhea or vomiting should be given care apart from other children until the child is picked up.
2. A medical evaluation may be requested for the readmission of a participant:
  - a. having experienced a fever or temperature (oral temperature of 100.4 or armpit temperature of 99.4 degrees, or greater) within the past 24 hours, or
  - b. having had symptoms of severe illness, rash or wheezing.
3. A participant whose illness or condition requires a degree of supervision by staff that may compromise the safety of other participants or whose illness or condition poses a health risk to others may not attend the program for the duration of the illness or condition.
4. A participant whose illness or condition prevents him or her from safely or comfortably participating in program activities may not attend the program for the duration of the illness.
5. Participants unaccompanied by parents shall be toilet trained.
6. Participants shall present good personal hygiene.

**B. Medications**

1. Every effort should be made by parents to administer medication prior to or after program hours.
2. The City shall not be responsible for lost, stolen or damaged medications.
3. Program directors may choose to accept only one-day's supply of medication.

**C. Stray Animals**

1. Participant exposure to insects, rodents, and stray animals shall be reduced to the extent possible. Exterminations or removals shall be performed by professional or appropriate personnel.

Forms: Procedures for storing and dispensing medications  
Authorization to administer medication  
Medication log  
Participant injury report



**VI. Transportation, Field Trips**

- A. Vehicles used for transporting participants shall have met annual safety inspection or certification requirements. Seatbelts shall be worn if provided.
- B. A driver transporting participants must hold the appropriate driver's license as required by the State of Texas. Staff whose duties include driving must pass the driver's license check by PARD during the hiring process.
- C. All out-of-town and water activity field trips require authorization by the PARD Director.
- D. At least two staff members shall accompany participants on any out-of-town or water activity field trip.
- E. Participants shall not be transported in private vehicles.

Forms: Field trip authorization

**VI. Reporting Suspected Abuse of a Child**

- A. Any staff member having cause to believe that the physical or mental health or welfare of an individual has been or may be adversely affected by abuse or neglect by any person, shall promptly report it to local law enforcement authorities: Austin Police Department (APD) or Texas Department of Protective and Regulatory Services (PRS) 1-800-252-5400. This report may be of a non-accusatory nature.
- B. One hour after the end of the program, if a participant has not been picked up and/or the parent has not contacted PARD staff or management to make arrangements for the child's pickup, the staff will:
  - 1. call 911;
  - 2. request a Park Police officer, advising the 911 operator that we have a "child in need of supervision";
  - 3. call immediate supervisor and advise of action being taken;
  - 4. upon arrival, advise the officer of the problem.

Forms: PARD Incident Report  
Pickup Policy



#2

# Parks and Recreation Department

## 2000-01 Annual Concession Report

October 2001

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## I. Introduction

City of Austin Ordinance No. 890126-P, known as the Town Lake Ordinance, requires that an annual report concerning the status of concessions in Town Lake Park, including the Zilker Park area, be prepared by the Parks and Recreation Department and presented to the Parks and Recreation Board and the Environmental Board in October of each year. The report shall describe the current concessions in Town Lake Park, including operations, sales and revenues for the prior fiscal year, along with any issues or problems that may have arisen.<sup>1</sup> In addition to current concessions, any information regarding new concessions in Town Lake Park shall be presented as well. The Parks and Recreation Board and the Environmental Board shall then make a recommendation to the City Council within 30 days of receipt of the report regarding appropriate concessions in Town Lake Park, the status of existing concessions and the advisability of issuing Request for Proposals (RFP) for any new concessions.

## II. Current Concessions

There are currently seven concessions in Town Lake Park which have or are eligible for contracts of a year or more and have permanent facilities. The seven concessions include four boat related concessions, a train concession, a pitch and putt golf course, and a food and beverage concession. The four public boat related concessions along with private boat concessions provide a total of 99 boats for rent on Town Lake.

As shown in the table below, gross sales for these concessions in 2000-01 were \$1,416,146, a .1% increase over 1999-2000 sales. Revenues to the City also increased slightly in 2000-01, as \$206,975 in commission payments was remitted by Town Lake concessionaires. This is a 2.72% increase in revenues from 1999-2000.

*Current Concessions Table*

Concession	Commission Paid	1999-2000 Gross Sales	2000-2001 Gross Sales	1999-2000 Revenue to the City	2000-2001 Revenue to the City
Barton Springs F&B	38%	\$295,356	\$302,039	\$103,790	\$106,029
Butler Pitch & Putt	\$1,000/month	\$54,481	\$87,233	\$12,000	\$12,000
Lone Star River Boat	\$1,250/month; 8% of net revenue over \$187,500	\$299,598	\$242,471	\$14,092	\$14,005
Rowing Dock	7%	\$126,356	\$212,179	\$8,398	\$14,211
Texas Rowing (formerly L'Aviron Rowing)	\$667/month; 1% of clubs yearly net revenue; 8% of net revenue over \$80,000	\$112,851	\$82,028	\$8,422	\$9,710
Zilker Canoe Rental	11% of first \$40k & 12% thereafter	\$183,069	\$171,436	\$19,993	\$18,604
Zilker Zephyr Railroad	11%	\$343,246	\$318,760	\$34,801	\$32,416
<b>Total</b>		<b>\$1,414,957</b>	<b>\$1,416,146</b>	<b>\$201,496</b>	<b>\$206,975</b>

<sup>1</sup> Temporary concessions, defined as those involving no permanent facilities and having a contract term shorter than one year, are not included in this report.

**Major Updates****Gondola and Driving Range Proposals**

The Parks and Recreation Department received two proposals for new permanent concessions on parkland. The proposals are a gondola service on Town Lake and a driving range on parkland in North Austin, both which have been approved by the Parks Board. Staff is currently working on RFPs, which should be issued by December, for each concession.

**III. Other Concession Activity****Concession Policy**

There were not any revisions to the concession policy in 2000-2001. The concession policy should be revisited every 2-3 years or as the need arises to allow the document to be an effective tool to regulate and control the City of Austin Parkland. A copy of the City Council Approved concession policy is included "Attachment A".

**Other Permanent Concessions**

- |                                     |                   |
|-------------------------------------|-------------------|
| a. Krieg Softball Complex           | (Food & Beverage) |
| b. Havens Softball Complex          | (Food & Beverage) |
| c. Emma Long Metropolitan Park      | (Food & Beverage) |
| d. Clay/Kizer Golf Course           | (Food & Beverage) |
| e. Morris Williams Golf Course      | (Food & Beverage) |
| f. Lions Municiple Golf Course      | (Food & Beverage) |
| g. Vending Machines at PARD Sites   | (Food & Beverage) |
| h. Bergstrom Golf Course (FY 00-01) | (Food & Beverage) |

**IV. Concession Status**

The following section of this report will discuss the location, contract term, general activities, reviews, sales, revenues, and commissions for the 2000-2001 fiscal year each of the permanent Town Lake concessions.



**A. Barton Springs Food and Beverage**

<b>Concessionaire</b>	<b>Location</b>
Mr. Willie Rodriguez	Zilker Park – near Barton Springs Pool
5000 Broken Bow	
Austin, Texas 78745	<b>Commission Paid to City – 38%</b>
(512) 444-5992	
(512) 447-5872	
<b>Hours of Operation</b>	<b>Sign Posted</b>
9:00 a.m. – 8:00 p.m., Monday – Friday	Yes – menu
9:00 a.m. – 10:00 p.m., Saturday and Sunday	

**General Activities**

Barton Springs Food and Beverage is the City's oldest concession. Mr. Willie Rodriguez of Rodriguez Concession, Inc. has been managing the concession since May 1, 1950. A five-year contract with a five-year extension option was executed on December 1, 1993. The final 5-year extension of the contract was executed, with the expiration of this extension being November 30, 2003.

Tables 1 & 2 illustrate the monthly sales and revenue to the City for Barton Springs Food and Beverage for the past five fiscal years. Gross sales for fiscal year 2000-2001 were \$302,039. Revenues to the City were \$103,790, a 2.16% increase over revenues for fiscal year 1999-2000.

**Concession Review**

A desk review of the concession was completed to assess certain financial and performance related contract compliance issues, i.e. quarterly sales tax reports, monthly financial reports and insurance bond coverage. The City has received all of the revenue due under the contract; results indicate all insurance's are in compliance of contract.

**Table 1: Barton Springs Food and Beverage Sales**

	Sales 96-97	Sales 97-98	Sales 98-99	Sales 99-00	Sales 00-01
<i>October</i>	10,105	9,006	13,486	16,518	8,124
<i>November</i>	6,944	8,638	12,783	15,557	5,709
<i>December</i>	6,519	3,705	8,836	7,622	3,572
<i>January</i>	6,561	8,843	14,467	12,964	8,426
<i>February</i>	8,786	9,511	18,720	15,507	15,100
<i>March</i>	23,621	19,130	18,937	24,930	24,049
<i>April</i>	14,902	23,967	38,678	29,607	41,532
<i>May</i>	27,298	37,572	32,191	33,188	37,331
<i>June</i>	19,316	38,086	34,949	29,001	47,511
<i>July</i>	42,419	40,360	42,510	53,328	57,737
<i>August</i>	34,028	23,777	36,917	30,368	33,480
<i>September</i>	21,028	15,900	24,786	26,776	19,468
<b>Total</b>	<b>\$221,527</b>	<b>\$238,495</b>	<b>\$297,260</b>	<b>\$295,366</b>	<b>\$302,039</b>

**Table 2: Barton Springs Food and Beverage Revenue to the City**

	Rev. 96-97	Rev. 97-98	Rev. 98-99	Rev. 99-00	Rev. 00-01
<i>October</i>	3,840	3,528	4,734	5,799	2,853
<i>November</i>	2,639	3,282	4,488	5,461	2,004
<i>December</i>	2,477	1,299	3,102	2,781	1,254
<i>January</i>	2,493	3,360	5,078	4,551	2,958
<i>February</i>	3,339	3,614	6,571	5,444	5,301
<i>March</i>	8,976	7,270	6,647	8,751	8,442
<i>April</i>	5,663	9,107	10,067	10,393	14,579
<i>May</i>	10,373	13,189	11,300	11,650	13,105
<i>June</i>	7,340	13,370	12,268	10,181	16,678
<i>July</i>	16,119	15,337	14,923	18,720	20,268
<i>August</i>	12,931	9,036	12,959	10,660	11,753
<i>September</i>	7,990	6,042	8,701	9,399	6,834
<b>Total</b>	<b>\$84,180</b>	<b>\$88,434</b>	<b>\$100,838</b>	<b>\$103,790</b>	<b>\$106,029</b>

**B. Butler Pitch and Putt**

<b>Concessionaire</b>	<b>Location</b>
Mr. Al Kinser	201 Lee Barton Drive
2600 Stratford Drive	(512) 477-9025
Austin, Texas 78703	
(512) 327-0761	<b>Commission Paid to City - \$1000/mo.</b>
<b>Hours of Operation</b>	<b>Sign Posted</b>
8:30 AM until dark, seven days a week	Yes

**General Activities**

Butler Pitch and Putt offers a par-three short irons golf course to participants of all ages. Mr. Winston Kinser, and his brother designed the course in 1949. Opened in 1950, Butler Pitch and Putt is one of the City's oldest concessions. Mr. Kinser, and his son, Al, were awarded a five-year contract with a five-year extension option in April 1993. The extension option of this contracted was executed and will expire March 31, 2003. Under the contract the concessionaire pays a flat rate of \$1,000 per month. In addition to operating the concession, the Kinsers are responsible for the continued maintenance and upkeep of the course, an annual cost savings of approximately \$20,000 to the City of Austin.

Tables 3 & 4 illustrate the monthly sales and revenue to the City for Butler Pitch and Putt for the past five fiscal years. Gross revenues for fiscal year 2000-2001 were \$87,233, a 91% increase from 1999-2000. The flat rate paid equates to paying the Parks and Recreation Department 15% of gross sales for 2000-2001.

**Concession Review**

A desk review of the concession was completed to assess certain financial and performance related contract compliance issues, i.e. quarterly sales tax reports, monthly financial reports and insurance bond coverage. The City has received all of the revenue due under the contract; results indicate all insurance's are in compliance of contract

**Table 3: Butler Park Pitch and Putt Green Fees and Merchandise Sales**

	Sales 96-97	Sales 97-98	Sales 98-99	Sales 99-00	Sales 00-01
<i>October</i>	2,837	3,811	2,741	2,387	2,471
<i>November</i>	2,307	3,271	2,443	2,716	2,752
<i>December</i>	1,449	2,494	1,839	2,107	2,984
<i>January</i>	3,290	2,316	2,341	1,799	3,128
<i>February</i>	5,157	1,984	2,233	2,384	4,563
<i>March</i>	7,375	3,051	3,224	2,694	5,509
<i>April</i>	6,730	4,685	3,687	3,919	8,689
<i>May</i>	9,052	4,356	3,823	4,135	10,069
<i>June</i>	8,360	4,815	5,154	8,738	11,918
<i>July</i>	12,991	5,675	3,635	10,166	15,011
<i>August</i>	10,251	5,500	2,801	8,614	12,571
<i>September</i>	5,835	2,978	3,869	4,823	7,568
<b>Total</b>	<b>\$75,634</b>	<b>\$44,936</b>	<b>\$37,790</b>	<b>\$54,481</b>	<b>\$87,233</b>

**Table 4: Butler Park Pitch and Putt Revenue to the City**

	Rev. 96-97	Rev. 97-98	Rev. 98-99	Rev. 99-00	Rev. 00-01
<i>October</i>	1,000	1,000	1,000	1,000	1,000
<i>November</i>	1,000	1,000	1,000	1,000	1,000
<i>December</i>	1,000	1,000	1,000	1,000	1,000
<i>January</i>	1,000	1,000	1,000	1,000	1,000
<i>February</i>	1,000	1,000	1,000	1,000	1,000
<i>March</i>	1,000	1,000	1,000	1,000	1,000
<i>April</i>	1,000	1,000	1,000	1,000	1,000
<i>May</i>	1,000	1,000	1,000	1,000	1,000
<i>June</i>	1,000	1,000	1,000	1,000	1,000
<i>July</i>	1,000	1,000	1,000	1,000	1,000
<i>August</i>	1,000	1,000	1,000	1,000	1,000
<i>September</i>	1,000	1,000	1,000	1,000	1,000
<b>Total</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$12,000</b>	<b>\$12,000</b>



### C. Lone Star Riverboat

Concessionaire	Location
Mr. Michael K. Pearce	101 South First
P.O. Box 160608	(512) 327-1388
Austin, Texas 78716	
<b>Hours of Operation</b>	<b>Commission Paid to City - \$1,250/month; 8% of net sales over \$187,500</b>
<i>Summer Hours (June – August):</i>	
Public rides: Tuesday – Sunday 5:30; Friday Night 10:30	
Private charters: on a reservation basis	
<i>Fall and Spring Hours (Sept. – Nov. &amp; March – May)</i>	
Public rides: Saturday – Sunday 3:30 p.m.	<b>Sign Posted</b>
Private charters: on a reservation basis	Yes
<i>Winter Hours (Dec. – Feb.)</i> Private charters: on a reservation basis	

#### General Activities

The Lone Star Riverboat is an old-fashioned style stern paddle wheel riverboat that has been providing rides on Town Lake since 1979. Narrated tours of the lake, which last 1½ hours, are available to the public Tuesday through Sunday at 5:30 p.m. A “Moonlight Cruise”, which is not narrated, is offered on Friday nights at 10:30. Public rides are offered on Saturday and Sunday at 3:00 p.m. during off months. Prices for public rides are as follows: \$9.00 for adults, \$7.00 for seniors, and \$6.00 for children under twelve. Private charters occur on a reservation basis only and constitute approximately 75% of the concession's annual gross receipts. Catering is available on charters.

Michael Pearce was awarded a five-year contract that began in January 2001. Under the terms of the new contract, Mr. Pearce will remit monthly payments of \$1250. In addition, at the end of each calendar year, he will pay the City eight percent of any net revenue over \$187,500 per year. Until January, Mr. Pearce was operating under the terms of his old contract in which he paid the City 5% of monthly revenues.

Tables 5 & 6 illustrate the monthly sales and revenue to the City for Lone Star Riverboat for the past five fiscal years. Gross sales for 2000-2001 were \$242,471, and revenues to the City totaled \$14,005. Mr. Pearce will make his first lump-sum payment in January.

#### Concession Review

A desk review of the concession was completed to assess certain financial and performance related contract compliance issues, i.e. quarterly sales tax reports, monthly financial reports and insurance bond coverage. The City has received all of the revenue due under the contract; results indicate all insurance's are in compliance of contract.

**Table 5: Lone Star Riverboat Sales**

	Sales 96-97	Sales 97-98	Sales 98-99	Sales 99-00	Sales 00-01
<i>October</i>	17,909	20,327	20,974	32,720	38,211
<i>November</i>	11,947	11,333	11,043	14,882	13,480
<i>December</i>	9,951	9,404	3,988	8,680	7,209
<i>January</i>	710	2,819	901	1,311	3,582
<i>February</i>	0	3,999	1,800	4,726	2,981
<i>March</i>	5,419	10,039	12,708	12,446	12,023
<i>April</i>	15,338	14,065	20,024	29,975	20,736
<i>May</i>	31,503	33,885	46,333	45,690	35,518
<i>June</i>	20,310	35,179	27,863	40,665	30,353
<i>July</i>	14,248	28,871	29,176	41,531	26,955
<i>August</i>	24,294	24,708	26,105	31,964	28,146
<i>September</i>	29,811	14,986	24,351	35,007	23,277
<b>Total</b>	<b>\$181,440</b>	<b>\$209,615</b>	<b>\$225,266</b>	<b>\$299,598</b>	<b>\$242,471</b>

**Table 6: Lone Star Riverboat Revenue to the City**

	Rev. 96-97	Rev. 97-98	Rev. 98-99	Rev. 99-00	Rev. 00-01
<i>October</i>	895	1,016	981	1,636	1,785
<i>November</i>	597	567	505	744	635
<i>December</i>	498	470	183	434	335
<i>January</i>	36	130	42	66	1,250
<i>February</i>	0	200	84	218	1,250
<i>March</i>	271	502	586	575	1,250
<i>April</i>	767	703	927	1,384	1,250
<i>May</i>	1,575	1,694	2156	2,126	1,250
<i>June</i>	1,015	1,627	1302	1,888	1,250
<i>July</i>	712	1,444	1350	1,923	1,250
<i>August</i>	1,215	1,153	1204	1,473	1,250
<i>September</i>	1,491	749	1130	1,625	1,250
<b>Total</b>	<b>\$9,072</b>	<b>\$10,255</b>	<b>\$10,450</b>	<b>\$14,092</b>	<b>\$14,005</b>

**D. Texas Rowing**

<b>Concessionaire</b>	<b>Location</b>
Matt and Kristin Knifton; Anne Marie Heilman	North shore of Town Lake, off of
P.O. Box 50424	Stephen F. Austin Drive
Austin, Texas 78703	
	<b>Commission Paid to City - \$667/mo.</b>
<b>Hours of Operation</b>	
5:00 p.m. – 8:00 p.m. Monday – Friday	<b>Sign Posted</b>
8:00 a.m. – 12:00 p.m. Saturday and Sunday	Yes

**General Activities**

Texas Rowing offers rowing lessons, coaching and equipment rentals on Town Lake. In 1999, Matt and Kristin Knifton partnered with Anne Marie Heilman, owner of L'Aviron, to form Texas Rowing. In May 2000 Texas Rowing signed a 5 year contract with the City of Austin. Based on the terms of the contract the concessionaire remits a monthly payment of \$667 to the City. In addition, at the end of each calendar year, the contractor will pay the City one percent of the club's yearly net revenue, and eight percent of the net revenue above \$80,000 per year. The Knifton's and Ms. Heilman are currently working with the Parks and Recreation Planning Division to remodel and expand the existing boathouse.

Tables 7 & 8 illustrate the monthly sales to the City for Texas Rowing for the past five fiscal years. The gross sales for 2000-2001 were \$82,028. The revenues paid to the City were \$9,710, with the lump-sum payment constituting \$1,706 of the revenues.

**Concession Review**

A desk review of the concession was completed to assess certain financial and performance related contract compliance issues, i.e. quarterly sales tax reports, monthly financial reports and insurance bond coverage. The City has received all of the revenue due under the contract; results indicate all insurance's are in compliance of contract. City has yet to receive copy most recent quarterly sales tax return filed with state. Contractor has corrected previous deficiencies in record keeping.



**Table 7: Texas Rowing Sales**

	Sales 96-97	Sales 97-98	Sales 98-99	Sales 99-00	Sales 00-01
<i>October</i>	4,673	5,900	4,667	7,093	11,012
<i>November</i>	5,630	1,454	2,950	6,824	5,770
<i>December</i>	2,430	2,405	3,806	6,358	4,454
<i>January</i>	2,020	1,940	3,191	5,980	5,961
<i>February</i>	3,594	3,115	5,432	6,312	5,923
<i>March</i>	3,475	7,159	5,009	9,115	8,254
<i>April</i>	3,330	7,515	6,504	10,188	5,555
<i>May</i>	5,420	6,940	8,484	12,990	8,508
<i>June</i>	7,456	3,764	9,840	13,068	6,547
<i>July</i>	5,186	6,985	11,930	10,058	5,371
<i>August</i>	2,990	6,845	10,267	12,749	7,942
<i>September</i>	5,130	6,360	15,391	12,116	6,731
<b>Total</b>	\$51,334	\$60,382	\$87,471	\$112,851	\$82,028

**Table 8: Texas Rowing Revenue to the City**

	Rev. 96-97	Rev. 97-98	Rev. 98-99	Rev. 99-00	Rev. 00-01
<i>October</i>	467	590	450	709	667
<i>November</i>	563	145	276	682	667
<i>December</i>	243	241	360	636	667
<i>January</i>	202	194	300	598	667
<i>February</i>	353	312	510	594	667
<i>March</i>	347	716	481	912	667
<i>April</i>	333	752	615	956	667
<i>May</i>	542	694	807	667	667
<i>June</i>	686	376	926	667	667
<i>July</i>	308	699	1121	667	667
<i>August</i>	517	695	968	667	667
<i>September</i>	564	636	1446	667	667
<i>Lump Sum</i>					\$1,706
<b>Total</b>	\$5,125	\$6,050	\$8,260	\$8,422	\$9,710



**E. Rowing Dock**

<b>Concessionaire</b>	<b>Location</b>
Paolo Minissi and Rachel Yates	On Stratford Drive just west of the Austin Nature and Science Center
P.O. Box 685162	
Austin, Texas 78768	<b>Commission Paid to City – 7%</b>
<b>Hours of Operation</b>	
6:00 a.m. to 6:00 p.m.	<b>Sign Posted</b>
	Yes

**General Activities**

Rowing Dock, Parks and Recreation Department's newest concession, opened for business in December 1999. They offer a variety of services which promote the sport of rowing including rentals, private lessons, classes and membership. Rowing Dock features a variety of boats from pontoons to sleek racing shells to accommodate the individual goals of all rowers. Rowing Dock is currently working with the Parks and Recreation Planning Division to develop plans for building a boat house at their site.

Rowing Dock is currently operating under an interim contract with the City. Under the terms of this contract, they are required to pay 7% of net revenues. Tables 9 & 10 illustrate Rowing Dock's monthly sales and revenues paid to the City of Austin for the past two years. In FY 2000-2001, gross sales totaled \$212,179, a 68% increase from 1999-2000 figures. Revenues paid to the City totaled \$14,211.

**Concession Review**

A desk review of the concession was completed to assess certain financial and performance related contract compliance issues, i.e. quarterly sales tax reports, monthly financial reports and insurance bond coverage. The City has received all of the revenue due under the contract; results indicate all insurance's are in compliance of contract.

**Table 9: Rowing Dock Sales**

	Sales 99-00	Sales 00-01
<i>October</i>	--	10,767
<i>November</i>	--	9,524
<i>December</i>	--	8,937
<i>January</i>	8,527	17,550
<i>February</i>	11,647	11,834
<i>March</i>	10,159	13,816
<i>April</i>	14,249	15,967
<i>May</i>	19,028	18,910
<i>June</i>	12,877	28,971
<i>July</i>	16,030	25,651
<i>August</i>	12,175	26,335
<i>September</i>	21,664	23,917
<b><u>Total</u></b>	\$126,356	\$212,179

**Table 9: Rowing Dock Revenue to the City**

	Rev. 99-00	Rev. 00-01
<i>October</i>	--	719
<i>November</i>	--	634
<i>December</i>	--	597
<i>January</i>	597	1,197
<i>February</i>	799	792
<i>March</i>	661	926
<i>April</i>	968	1,069
<i>May</i>	1,236	1,264
<i>June</i>	838	1,939
<i>July</i>	1,062	1,710
<i>August</i>	769	1,758
<i>September</i>	1,468	1,606
<b><u>Total</u></b>	\$8,398	\$14,211

**F. Zilker Canoe Rentals**

<b>Concessionaire</b>	<b>Location</b>
Mr. Howard Barnett	West side of Barton Creek immediately below
2202-A Homedale Drive	Barton Springs Pool
	<b>Commission Paid to City – 11 % for first \$40,000 in revenue; 12 % thereafter</b>
Austin, Texas 78704	
<b>Hours of Operation</b>	<b>Sign Posted</b>
March – Labor Day: Weekdays: 11:00 a.m. – dusk Weekdays and Holidays: 9:00 a.m. – dusk After Labor Day: 11:00 a.m. – dusk, weekends only	Yes

**General Activities**

Zilker Canoe Rentals is the City's oldest boating concession. Mr. Howard Barnett started the concession in 1969 and throughout the years has not only provided the City with consistent revenues, but has also provided many boating experiences to groups from various organizations free of charge. Some of these organizations include: the Austin Association for Retarded Citizens, the Austin Public Library System, the Austin Sunshine Camp, the Austin-Travis County Mental Health Mental Retardation Center, the Texas School for the Blind, and the Texas School for the Deaf. By allowing the use of the canoes during non-peak hours to groups such as these, Mr. Barnett has afforded experiences to many people who would otherwise never have an opportunity to canoe. Life jackets are supplied to all renters and required for children under 12. A five year contract with a five year extension option was executed on June 19, 2000. Zilker Park Canoe Rentals currently pays 11% of its first \$40,000 in sales and 12% thereafter to the City.

Tables 11 & 12 illustrate the monthly sales and revenue to the City for Zilker Canoe Rentals for the past five fiscal years. Gross sales in 2000-2001 were \$171,436, as revenues to the City totaled \$18,604.

**Concession Review**

A desk review of the concession was completed to assess certain financial and performance related contract compliance issues, i.e. quarterly sales tax reports, monthly financial reports and insurance bond coverage. The City has received all of the revenue due under the contract; results indicate all insurance's are in compliance of contract.

**Table 11: Zilker Canoe Rental Sales**

	Sales 96-97	Sales 97-98	Sales 98-99	Sales 99-00	Sales 00-01
<i>October</i>	4,707	2,644	7,365	12,560	4,915
<i>November</i>	3,769	4,423	4,496	11,068	2,497
<i>December</i>	3,283	698	2,452	1,960	956
<i>January</i>	3,168	4,784	4,022	10,220	2,747
<i>February</i>	5,750	5,150	12,069	11,515	7,296
<i>March</i>	9,374	10,455	13,757	21,792	16,278
<i>April</i>	4,529	18,805	20,211	24,364	25,935
<i>May</i>	15,220	17,883	23,981	25,522	26,365
<i>June</i>	5,904	12,943	17,441	11,475	28,281
<i>July</i>	6,059	12,415	18,495	25,102	27,237
<i>August</i>	11,022	8,673	15,296	11,704	16,650
<i>September</i>	6,633	7,800	15,055	15,787	12,279
<b>Total</b>	\$79,418	\$106,673	\$154,641	\$183,069	\$171,436

**Table 12: Zilker Canoe Rental Revenue to the City**

	Rev. 96-97	Rev. 97-98	Rev. 98-99	Rev. 99-00	Rev. 00-01
<i>October</i>	565	317	817	1,392	545
<i>November</i>	452	531	498	1,227	277
<i>December</i>	394	84	272	217	106
<i>January</i>	348	526	714	1,039	279
<i>February</i>	633	566	1,226	1,170	740
<i>March</i>	1,031	1,150	1,398	2,217	1,654
<i>April</i>	498	2,068	2,144	2,476	2,718
<i>May</i>	1,674	2,148	2,658	2,593	2,923
<i>June</i>	708	1,553	1,933	1,166	3,135
<i>July</i>	727	1,489	2,219	2,783	3,019
<i>August</i>	1,323	1,041	1,696	1,962	1,846
<i>September</i>	796	936	1,669	1,751	1,361
<b>Total</b>	\$9,149	\$12,409	\$17,244	\$19,993	\$18,604



**G. Zilker Zephyr Railroad**

<b>Concessionaire</b>	<b>Location</b>
Mr. Willie Rodriguez – Texas Special, Inc.	Zilker Park
5000 Broken Arrow	Train Station located next to playscape.
	<b>Commission Paid to the City – 11%</b>
Austin, Texas 78745	
<b>Hours of Operation</b>	<b>Sign Posted</b>
	Yes

**General Activities**

On November 16, 1996, the City Council awarded a new contract to Texas Special, Inc. to operate the Zilker Zephyr. For the last three years Texas Special, Inc. was partnered with Rodriguez Concessions, Inc (of Barton Springs Food and Beverage). In mid 2000 Rodriguez Concessions bought out Texas Special and is currently responsible for the operation of the Zilker Zephyr. The current contract requires Texas Special to pay 11% of net sale to the City.

Tables 11 & 12 illustrate the monthly sales and revenue to the City for Zilker Zephyr (formerly Zilker Eagle) Railroad for the past five fiscal years. Gross sales for 2000-2001 were \$318,760 and revenues to the City totaled \$32,416.

**Concession Review**

A desk review of the concession was completed to assess certain financial and performance related contract compliance issues, i.e. quarterly sales tax reports, monthly financial reports and insurance bond coverage. The City has received all of the revenue due under the contract; results indicate all insurance's are in compliance of contract

**Table 11: Zilker Zephyr Railroad Ticket and Souvenir Sales**

	Sales 96-97	Sales 97-98	Sales 98-99	Sales 99-00	Sales 00-01
<i>October</i>	0	13,149	19,573	28,469	16,193
<i>November</i>	0	17,366	18,901	30,160	14,991
<i>December</i>	0	11,443	16,911	17,649	11,072
<i>January</i>	0	13,567	21,597	21,612	16,046
<i>February</i>	0	13,869	24,063	24,021	22,350
<i>March</i>	22,837	26,446	32,220	36,184	34,067
<i>April</i>	19,401	29,116	34,730	36,077	41,823
<i>May</i>	28,491	27,242	26,556	36,292	37,567
<i>June</i>	23,551	22,337	29,536	28,356	37,790
<i>July</i>	28,084	21,775	34,605	32,942	34,005
<i>August</i>	23,062	16,569	22,205	22,734	22,149
<i>September</i>	20,911	15,471	26,130	28,750	30,707
<b>Total</b>	\$166,337	\$228,350	\$307,027	\$343,246	\$318,760

**Table 12: Zilker Zephyr Railroad Ticket and Souvenir Revenue to the City**

	Rev. 96-97	Rev. 97-98	Rev. 98-99	Rev. 99-00	Rev. 00-01
<i>October</i>	0	1,446	2,007	2,896	1,646
<i>November</i>	0	1,910	1,921	3,065	1,523
<i>December</i>	0	1,166	1,718	1,793	1,125
<i>January</i>	0	1,492	2,195	2,196	1,631
<i>February</i>	0	1,526	2,445	2,441	2,271
<i>March</i>	2,512	2,909	3,274	3,677	3,487
<i>April</i>	2,134	3,203	3,529	3,666	4,250
<i>May</i>	3,134	2,997	3,715	3,663	3,817
<i>June</i>	2,591	2,457	3,001	2,881	3,840
<i>July</i>	3,089	2,395	3,516	3,292	3,455
<i>August</i>	2,537	1,823	2,256	2,310	2,251
<i>September</i>	2,300	1,702	2,655	2,921	3,120
<b>Total</b>	\$18,297	\$25,026	\$32,232	\$34,801	\$32,416

## Attachment: A

### PARKS AND RECREATION DEPARTMENT POLICY/PROCEDURE

Title: Policy for Concessions on City Parkland      Effective Date: 3/13/98

Council Approval: March 12, 1998      Revised Date: October 21, 1997

Purpose: To establish a policy for concessions on all City parkland.

Reference:

Policy: The Parks and Recreation Department (PARD) has developed this policy regarding the limited private commercial use within the City's park system in the form of concessions, including permanent and temporary concessions. These policies are intended to maintain the aesthetic and environmental quality of the City's park system and to ensure a financial return to the City of Austin from such uses or to provide a public good to the citizens of Austin.

All proposals for concessions on Town Lake will be reviewed in compliance with Chapter 11-3 of the City code. The definition of a concession is as follows: " Any privately operated business on parkland serving park users, authorized by the City in accordance with applicable ordinance requirements. Types of businesses operated as concessions may include without limitation, food and beverage stands, boat rentals, excursion boats, boating lessons, bicycle rentals, and pushcarts." Concessions also include businesses which provide souvenirs and other goods and services to park users and which generally pay a portion of their revenue to the City or provide a public good to the citizens of Austin.

There are three categories of concessions: 1) new permanent concessions, 2) existing permanent concessions, whose contracts have expired, and 3) unsolicited temporary concessions. The following policies will address the development of permanent concessions on parkland and establish guidelines for temporary concessions.



## New Permanent Concession Development<sup>1</sup>

In order to comply in a timely manner with the Town Lake Ordinance the following time line will be followed annually:

April 1 – June 30	Staff will accept input for new concession ideas through various methods e.g., surveys of boards, commissions, advisory groups and park users; public notice; and requests for written suggestions from the general public.
By July 31	Staff will submit a report to the Parks and Recreation Board and the Environmental Boards, describing all proposals received for new concessions ideas.
By August 31	A subcommittee made up of City staff, representatives of the Parks and Recreation Board and the Environmental Board will review concepts and make recommendations to each Board.
By September 30	The Environmental Board and the Parks and Recreation Board will recommend which of the concession concepts (if any) should go forward to a public hearing. Potential locations of all the concessions must be determined prior to the setting of the public hearing. No less than 21 days prior to the public hearing, signs will be posted at the prospective locations of the concession(s). Notices will be sent to all interested parties including the media.
By October 31	Staff will present the annual concession report <sup>2</sup> . This report will provide a synopsis of this process and will include the Environmental Board, Parks and Recreation Board and staff recommendations.
By November 30	The Parks and Recreation Board and the Environmental Board will forward to the City Council their response to the annual report.
By January 31	Staff will issue RFPs for new concessions approved by Council.

RFPs for new permanent concessions will require payments based on a flat fee schedule or on a percentage basis of gross sales less sales tax. The method of payment for each concession will be determined on a case by case basis by the Parks and Recreation Director. The flat fee or percentage of sales methods will be determined based on an analysis of the location and type of concession and will be calculated by City staff. The contracts will require an annual review of the concession to determine incremental increases to the fees after the second year of the contract. Additionally, for the flat fee, concessionaires will be required to pay a percentage of their gross sales, once sales exceed the targeted annual gross sales on which the flat fee is based.

<sup>1</sup> A permanent concession is defined as a concession, which has or is eligible for a contract of a year or more and generally has a permanent structure.

<sup>2</sup> As required by Town Lake Ordinance No. 890126.



An evaluation team will review RFP responses and make recommendations to Council. (As allowed by chapter 11-3 of the City code, the evaluation team will include staff and may include one representative from each of the following organizations: Parks and Recreation Board, Environmental Board, and Design Commission.) Recommendations for award of contracts as a result of this process will be forwarded to the Parks and Recreation Board for review and recommendation prior to the City Council action. Following Council approval, a contract will be negotiated and executed.

#### Permanent Concession Policy for Existing Contracts About to Expire.

Staff will gather public input concerning items that should be addressed in a new contract, for an existing concessions 90 days prior to contract's expiring.

RFPs will be issued for new contract periods for existing concessions. An evaluation team will review the proposals and make recommendations to the Parks and Recreation Board. The evaluation team will include staff and may include one representative from the Parks and Recreation Board, Environmental Board, and Design Commission. Requests for Council Action (RCAs) will be submitted to Council for contract award.

RFPs for existing concessions will require payments based on a flat fee schedule or on a percentage basis (as they stand now) for the term of the contract. The method of payment for concessions will be determined on a case by case basis, by the Parks and Recreation Director. The flat fee or percentage of sales payment will be based on an analysis of the location and type of concession and on a five-year history of that particular concession. City staff will calculate this fee. For the flat fee method, the contracts will require an annual review of the concession to determine incremental increases to the flat fee after the first year of the contract. Additionally, concessionaires will be required to pay a percentage of their gross sales, once sales exceed the targeted annual gross sales on which the flat fee is based.

#### Temporary - Seasonal Concession Policy

A temporary or seasonal concession is defined as a concession which does not require a building or other type of permanent structure from which to operate and has a contract term limited to one year or less. Fees for temporary or seasonal contracts will be established by the City Council in the annual budget. Any temporary concession granted a temporary/seasonal permit two times within a 12 month period will be considered in the annual process for new permanent concessions. The Director of Parks and Recreation is authorized to negotiate and enter into temporary or seasonal concession contracts based on predetermined criteria to include impact, location, service level, revenues to the City, and any other criteria which may be in the best interest of the City and the use of its parkland.

### Single Day – Temporary Permits

A single day temporary permit is defined as a concession set up outside of a special event taking place in a City Park. This concessionaire would have the opportunity to purchase a one-day permit for \$50.00 at the site of the event or cease and remove the operation of the concession from the area immediately.

### Performing Artists in the Parks

Performing artists are allowed to entertain in the parks provided they register with and are approved by the Director of the City of Austin Parks and Recreation Department. Performing artists are categorized under the single day – temporary permit fee structure. The fee for performing artists will be \$10.00 a day and may be purchased in 2-week increments. When applying, the performing artist must provide specific days of operation, so this can be reflected on the permit.

Individuals may perform as artists or entertainers in any City park as long as they meet the following conditions. They:

- A. May not block sidewalks or in any way impede pedestrian or vehicular traffic circulation.
- B. May not be within 100 feet of an existing concession's main operating location.
- C. May set up at special events only with written permission of event organizer.
- D. May not use Amplified sound.
- E. Juggling of potentially hazardous materials or items such as knives or fire is prohibited.
- F. Any money exchanged must be on a "tips" or donation basis only, with the amount to be determined by the donor.
- G. Entertainers must carry the permit issued by the Parks and Recreation Department allowing them to perform in the park. This permit is to be available on request by any park employee charged with patrolling or supervising park use or by any citizen.
- H. May not impede or interfere with the use of park facilities or scheduled activities.

Failure to produce the permit issued from the Parks and Recreation Department can result in immediate expulsion from the park.

Report(s) Required:. This policy is to be reviewed by the Parks Board every three years from the date of original approval with changes to be approved by Council. The Director of Parks and Recreation is authorized to develop guidelines and make changes thereto for the implementation of this policy.





# City of Austin

Founded by Congress, Republic of Texas, 1839

Municipal Building, Eighth at Colorado, P.O. Box 1088, Austin, Texas 78767 Telephone 512/499-2000

#3

October 18, 2001

Parks Board Members:

The Department of Public Works requests a use agreement for the construction, operation, and maintenance for drainage improvements on East William Cannon Drive. The drainage improvements include the construction of two (2) water quality/detention ponds, stream bank restoration and an energy dissipater.

The addition of two (2) water quality/detention ponds, stream bank restoration and an energy dissipater will improve the collection of roadway runoff from East William Cannon and provide water quality/detention facilities for the parking lot /pavilion features at proposed soccer complex. Onion Creek Park, the proposed soccer complex, and the neighboring park system will benefit from the improved drainage facilities.

Please see the attached color photo with the requested improvements identified.

24,000 \$

*H. Thomas Collins, P.E., (HTCPE)*  
*Project Management Division*  
*Public Works Department*  
*512-974-7124 (O)*  
*512-802-3240 (P)*  
*512-626-9287 (M)*





A high-contrast, black and white topographic map of the South Austin Soccer Complex area. The map features numerous contour lines indicating elevation. A large, irregularly shaped area is outlined in white, representing the soccer complex. Several roads are labeled in white text: 'SOUTH PLEASANT VALLEY RD' on the left, 'WILLIAM CANNON DRIVE' at the bottom, and 'SOUTH PLEASANT VALLEY RD' on the right. The map is oriented with North at the top.

# SOUTH AUSTIN SOCCER COMPLEX, AUSTIN PARKS AND RECREATION

DEC

DANNENBAUM ENGINEERING CORPORATION  
AUSTIN, TX





**Austin Parks and Recreation  
November 2001**

<b>Nov.-Dec.</b>	<b>Women Against the Odds:</b> Ph#472-4809	George Washington Carver Museum
<b>Nov. 1</b>	<b>After School Girl Science Club:</b> Ph#327-8181	Austin Nature and Science Center
<b>Nov. 1-18</b>	<b>Oracle Theater Company <i>Secret Father</i>:</b> Ph#397-1471	Dougherty Arts Center Theater
<b>Nov. 2</b>	<b>Moonlight Dance <i>Clickety Cloggers</i>:</b> Ph#453-7765	Zilker Hillside Theater
<b>Nov. 2</b>	<b>Critter Camp-In:</b> Ph#327-8181	Austin Nature and Science Center
<b>Nov. 3</b>	<b>Family Caving:</b> Ph#327-8181	Austin Nature and Science Center
<b>Nov. 3&amp;4</b>	<b>Men's Flag Football Metro Tournament:</b> Ph#445-6003	Barton/Jaycee
<b>Nov. 3&amp;4</b>	<b>Men's Flower and Show:</b> Ph#477-8672	Zilker Botanical Gardens
<b>Nov. 3-29</b>	<b>Mecurial Flame Exhibition:</b> Ph#397-1455	Julia Butridge Gallery
<b>Nov. 4</b>	<b>Before the White Man:</b> Ph#837-1215	Pioneer Farm
<b>Nov. 6</b>	<b>Mecurial Flame Gallery Reception:</b> Ph#397-1455	Julia Butridge Gallery
<b>Nov. 6-9</b>	<b>Winter 1-Pitch Softball League Walk-In Registration:</b> Ph#445-6003	
<b>Nov. 7</b>	<b>Preschool Morning:</b> Ph#327-8181	Austin Nature and Science Center
<b>Nov. 8-10</b>	<b>Hispanic Hoops Classic:</b> Ph#46-9193	Pan Am Recreation Center
<b>Nov. 10</b>	<b>Jewelry Making:</b> Ph#397-1458	Dougherty Arts School
<b>Nov. 11</b>	<b>Porcelain Art Show and Sale:</b> Ph#477-8672	Zilker Botanical Gardens
<b>Nov. 11</b>	<b>Dairy Day:</b> Ph#837-1215	Pioneer Farm
<b>Nov. 13</b>	<b>Family Fun Science Night:</b> Ph#327-8181	Austin Nature and Science Center
<b>Nov. 14</b>	<b>Community Potluck Thanksgiving: Dinner:</b> Ph#474-2806	Alamo Recreation Center
<b>Nov. 15</b>	<b>Community Thanksgiving Dinner:</b> Ph#928-1982	Givens Recreation Center
<b>Nov. 15</b>	<b>After School Girl Science Club:</b> Ph#327-8181	Austin Nature and Science Center
<b>Nov. 15</b>	<b>Youth Thanksgiving Workshop:</b> Ph#476-9193	Pan Am Recreation Center
<b>Nov. 15</b>	<b>Annual Thanksgiving Dinner:</b> Ph#478-7695	Conley-Guerrero Senior Center
<b>Nov. 15</b>	<b>Thanksgiving Luncheon:</b> Ph#926-3491	Dottie Jordan Recreation Center
<b>Nov. 15</b>	<b>Thanksgiving Dinner:</b> Ph#391-1863	Camacho Activity Center

<b>Nov. 15</b>	<b>Thanksgiving Dinner:</b> Ph#385-5931	Montopolis Recreation Center
<b>Nov. 16</b>	<b>Thanksgiving Luncheon:</b> Ph#327-6498	McBeth Recreation Center
<b>Nov. 16</b>	<b>Kids' Night Out:</b> Ph#453-7765	Hancock Recreation Center
<b>Nov. 17</b>	<b>Thanksgiving Dinner:</b> Ph#476-9193	Pan Am Recreation Center
<b>Nov. 17&amp;18</b>	<b>Fall Softball League Rain-Out Weekend:</b> Ph#445-6003	Krieg/Havins Softball Complex
<b>Nov. 17</b>	<b>Adult Caving:</b> Ph#327-8181	Austin Nature and Science Center
<b>Nov. 17&amp;18</b>	<b>Chrysanthemum Show &amp; Sale:</b> Ph#477-8672	Zilker Botanical Gardens
<b>Nov. 18</b>	<b>Giving thanks for the Harvest:</b> Ph#837-1215	Pioneer Farm
<b>Nov. 19</b>	<b>Thanksgiving Banquet:</b> Ph#444-6601	South Austin Recreation Center
<b>Nov. 19</b>	<b>Community Thanksgiving Dinner:</b> Ph#448-0787	South Austin Activity Center
<b>Nov. 19</b>	<b>Commnity Thanksgiving Dinner:</b> Ph#472-7142	Parque Zaragoza Recreation Center
<b>Nov. 20</b>	<b>Thanksgiving Day Workshop:</b> Ph#472-7142	Parque Zaragoza Recreation Center
<b>Nov. 20</b>	<b>Community Thanksgiving Dinner:</b> Ph#447-5875	Dove Springs Recreation Center
<b>Nov. 26-12/29</b>	<b>Registration for Winter 2002:</b> Ph#397-1458	Dougherty Arts School
<b>Nov. 27</b>	<b>Family Fun Science Night:</b> Ph#327-8181	Austin Nature and Science Center
<b>Nov. 28</b>	<b>Fall Softball League Post Season Tournament Deadline:</b> Ph#445-6003	Athletics
<b>Nov. 29</b>	<b>After School Girl Science Club:</b> Ph#327-8181	Austin Nature and Science Center
<b>Nov. 30-Dec. 2</b>	<b>Ballet East Austin:</b> Ph397-1471	Dougherty Arts Center Theater

# 2001 YEAR PLANNER

FIRST QUARTER

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
	1 USA CAN	2	3	4	5	6
7	8	9	10	11	12	13
14	15 USA	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 USA	20	21	22	23	24
25	26	27	28			

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
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SECOND QUARTER

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
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29	30					

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
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27	28 USA	29	30	31		

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
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24 CAN	25	26	27	28	29	30

THIRD QUARTER

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
1 CAN	2	3	4 USA	5	6	7
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29	30	31				

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
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SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
2	3 USA CAN	4	5	6	7	8
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30						

FOURTH QUARTER

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8 USA CAN	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
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18	19	20	21	22 USA	23	24
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DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25 USA CAN	26 CAN	27	28	29
30	31					

USA UNITED STATES NATIONAL/STATE HOLIDAYS  
CAN CANADIAN NATIONAL/PROVINCIAL HOLIDAYS

★ JEWISH HOLIDAYS  
The Jewish day begins and ends at sundown, thus, all holidays begin at sundown of the day preceding the date shown.